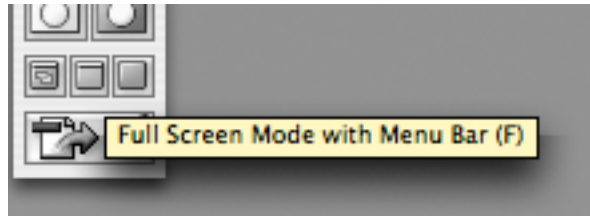


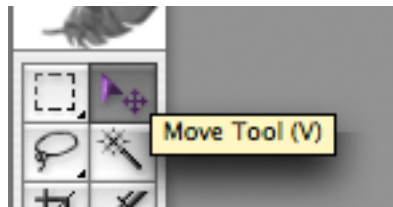
## Useful Shortcuts, tools & palettes

### Navigation;



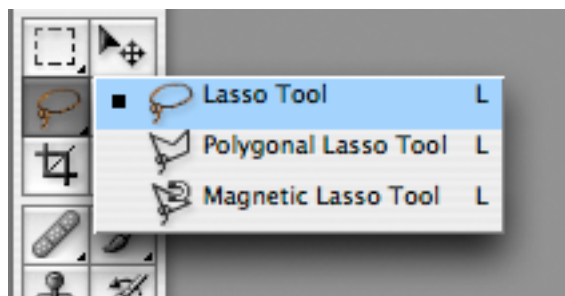
- To change Screen Modes (Full screen, full screen with menu, Standard) - press '**f**' on the keyboard to cycle through the screen modes

With the **Move tool** selected;



- Holding '**Space Bar**' will give you the **Hand tool** and enable you to pan around your image in the Full Screen modes
- Holding '**Apple**' and '**Space Bar**' together will allow you to **zoom in**
- Holding '**Option**', '**Apple**' and '**Space Bar**' will allow you to **zoom out**

### Selections;



When any **selection tool** is active (Lasso tool, Magic Wand tool, e.t.c.);

- Holding '**Shift**' before clicking will add to the selection

- Holding '**Option**' before clicking will subtract from the selection

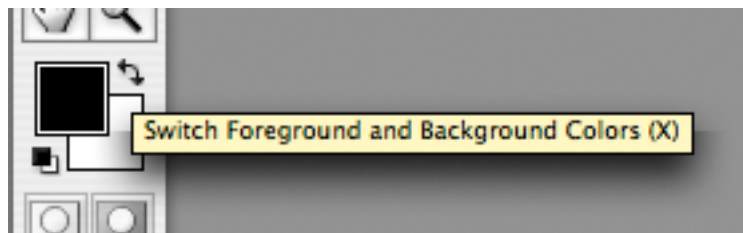
*At any time;*

Hold '**Apple**' and click on any **Layer**, **Channel** or **Alpha Channel** to load the layer transparency as a selection

### **Transformations (Scaling);**

- Holding '**Option**' will scale from the chosen pivot point
- Holding '**Shift**' will scale proportionally

### **Colour;**



- Pressing '**x**' on the keyboard will swap the **Foreground** and **Background** colours

### **Path Selections;**

- Holding '**Apple**' will allow you to make selections of your path
- Holding '**Option**' will allow you to modify the handles on your path

### **Painting;**

*When any kind of **brush tool** is selected (including cloning brushes);*

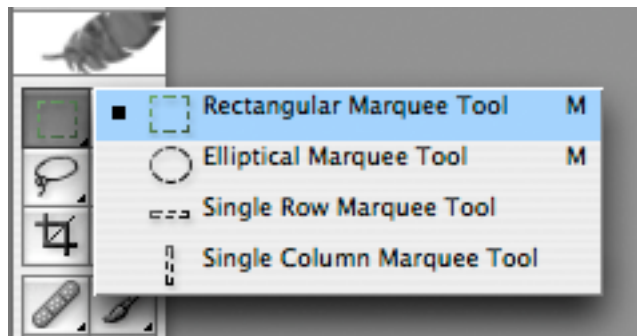
- Pressing the **left** or **right square bracket** keys '[' ']' (located next to the '**p**' key) will **decrease** or **increase** the size of your brush

*When **cloning**;*

- Hold '**Option**' then click to define your **source point**
- Then **click and hold** to brush in the desired area of cloned image

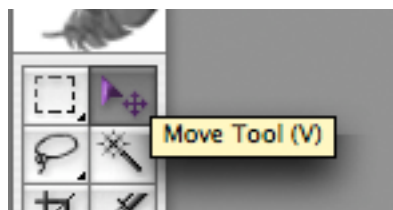
## Basic Tools

### Rectangular Marquee Tool



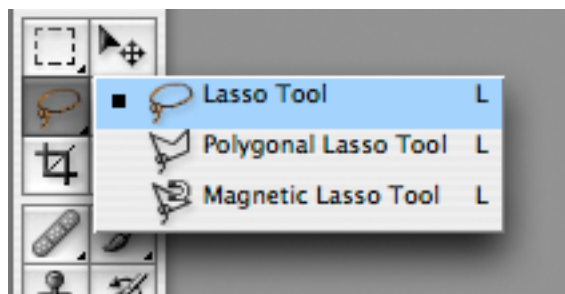
This is a selection tool with a rectangular shape. Other predetermined shapes are available in the submenu.

### Move Tool



This tool allows you to move layers in your image. You cannot move your Background layer or locked layers. To move a Background layer, double click it to make it into a moveable layer.

### Lasso Tool



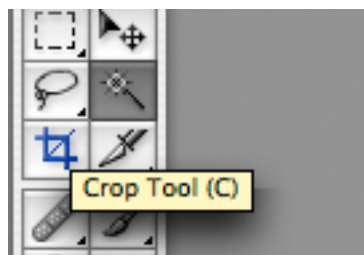
A selection tool where the shape of the selection is drawn freehand.

## Magic Wand Tool



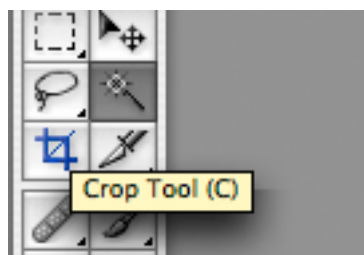
The Magic Wand is a selection tool that makes selections based upon areas of similar colour and density. The tolerance of the similarity can be modified in the tool options palette located just below the toolbar.

## Crop Tool



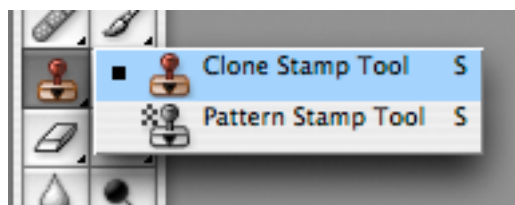
The Crop Tool is used to reduce the canvas size of an image (crop an image). It is not advisable to Crop your Master working image. You should try to only ever crop a duplicate of your final finished image so as not to lose any potentially valuable image information.

## Slice Tool



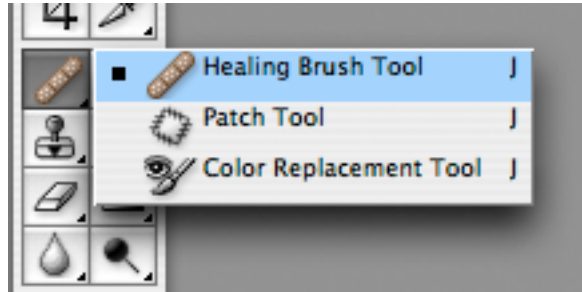
The Slice Tool is used for Web based uses and is not important in this subject. It is used to divide a single large image into multiple smaller images when creating a web page to create the most efficient compression of the image.

## Clone Stamp Tool



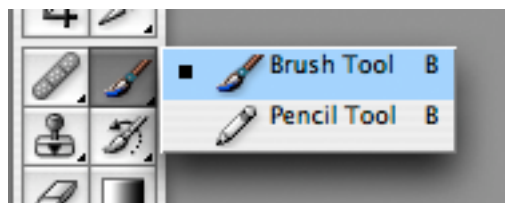
The Clone Stamp Tool allows you to brush a copy of image information sources from one area on an image to another. It is used to either remove selective details from an image or to transfer selected details to another part of an image.

### Healing Brush Tool



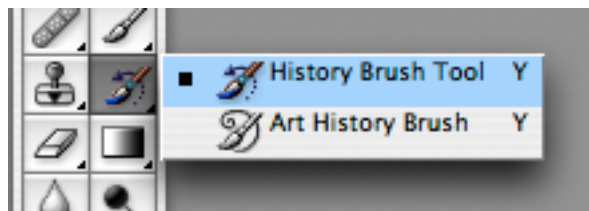
The Healing Brush Tool behaves in a similar manner to the Clone Stamp tool, only it looks at the surrounding image information and modifies the Cloned area to match the surrounding image information as best as possible in terms of colour and density.

### Brush Tool



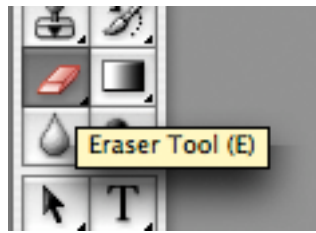
The Brush Tool is used to brush onto the selected layer the chosen Foreground Colour

### History Brush Tool



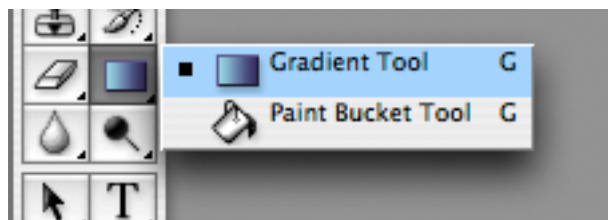
The History Brush Tool allows for the brushing in of detail from a previous state of your image. That is, certain previous steps that have been recorded and remembered by Photoshop can be brushed back in, taking your image selectively back to a previous state.

## Eraser Tool



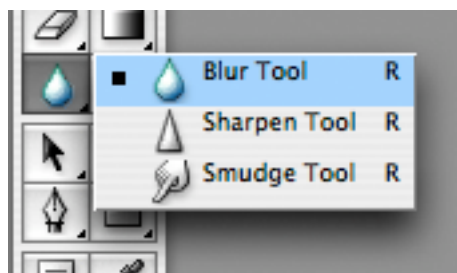
The Eraser Tool is used to remove pixel data from a layer. I highly recommend that you do not use the Eraser tool in most situations. Using a **layer mask** instead provides much better flexibility as it does not remove any image data from your Master file.

## Gradient Tool



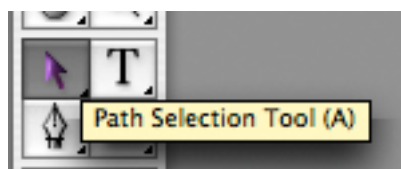
The Gradient Tool is used to fill a selected area with any chosen range of colours usually graduating from light to dark. Custom colour and density changes can be easily created with this tool.

## Blur/Sharpen Tool



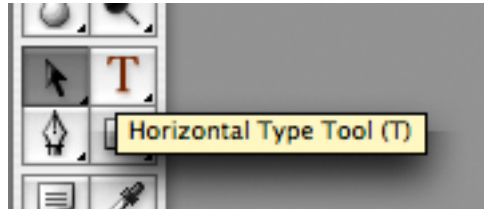
The Blur/Sharpen Tool allows you to Blur, Sharpen and Smudge your image selectively using brushes. This allows fine selective blurring and sharpening effects. I highly recommend that such effects only be applied to a copy of the original image, so as to preserve the original image data, if required.

## Path Selection Tool



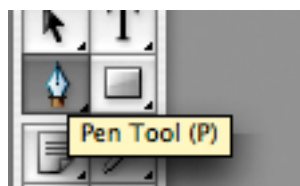
The Path Selection Tool is used to select and manipulate vector based paths. You should rarely need to select this tool to use as there is a keyboard shortcut used in conjunction with the Pen Tool to evoke this tool which contextually is much more useful.

## Type Tool



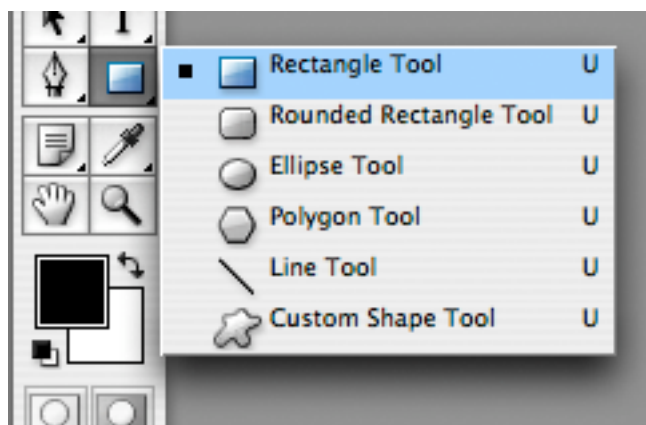
This tool allows you to create type within your Photoshop document.

## Pen Tool



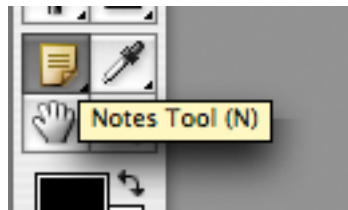
The Pen Tool is used to create Paths. Paths are vector based resolution-independent points and lines which can be used to create sharp and accurate selections that are sharp at any resolution.

## Rectangle Shape Tool



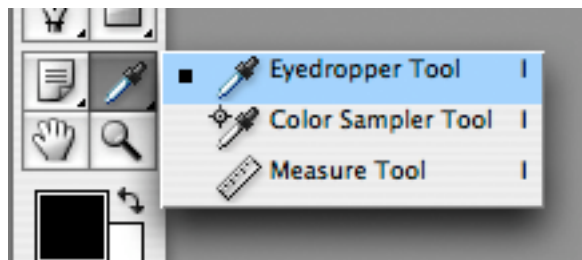
The Rectangle Shape Tool is used to create a path in the shape of a rectangle. By holding 'Shift' whilst using this tool, one can create a Square shape.

## Notes Tool



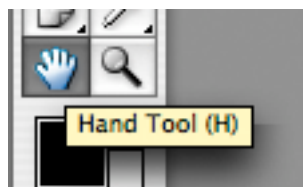
Used to create in document annotations. These annotations do not form part of the image and their visibility can easily be turned on or off.

## Eyedropper Tool



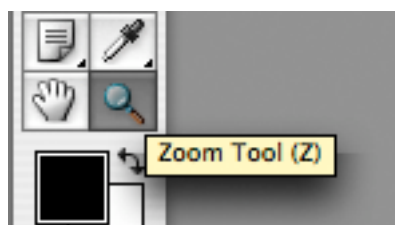
The Eyedropper Tool is used to display the colour values of a particular point in the image. Useful for trying to match colour exactly.

## Hand Tool



The Hand Tool is used to pan the image when in Full Screen mode.

## Zoom Tool

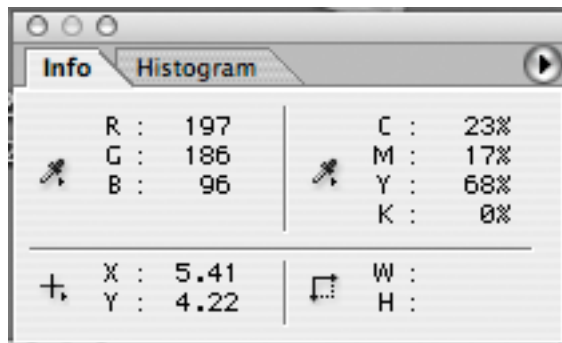


The Zoom Tool is used to zoom in or out of the image as it is displayed on screen. Holding 'Option' will change it from the default of Zoom In to Zoom Out.



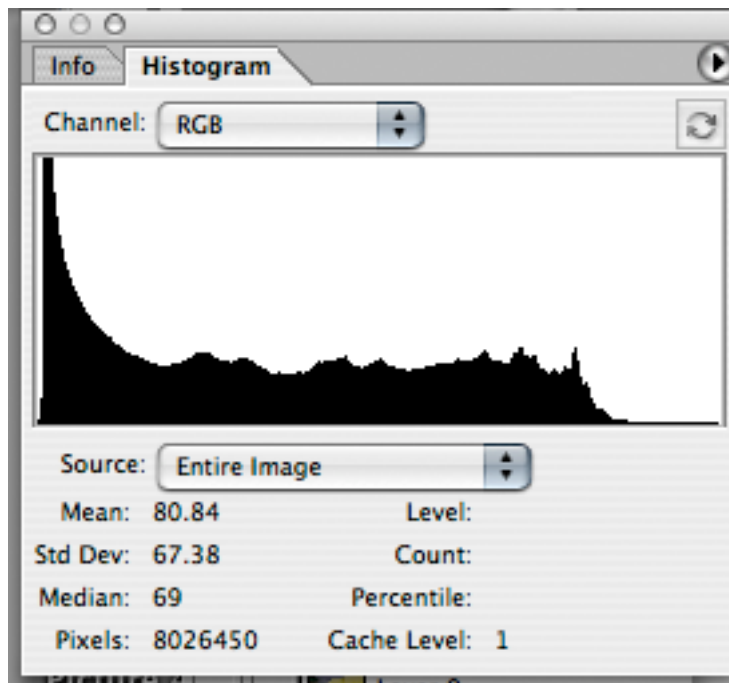
## Important Palettes

### Info Palette



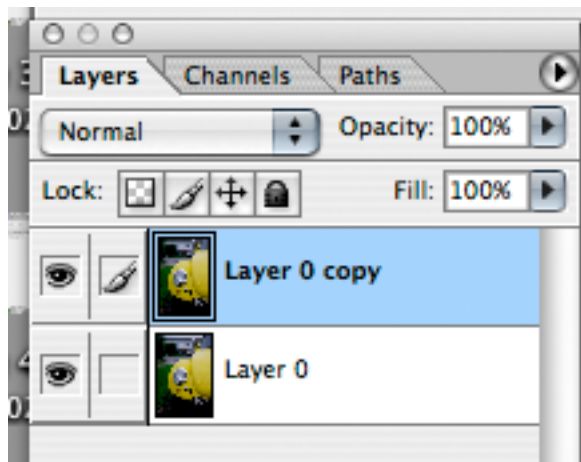
The Info Palette shows colour information about a defined area where the cursor resides within an image. This point can be an area of 1 pixel or an average 2x2 pixels or an average of 5x5 pixels.

### Histogram Palette



The Histogram Palette provides information about the distribution of tones of light and dark in an image. It can be used to check that no detail in an image is being lost.

### Layers Palette



The **Layers Palette** is used to organise the **order**, **visibility**, **translucency** and **blending** of layers in an image.

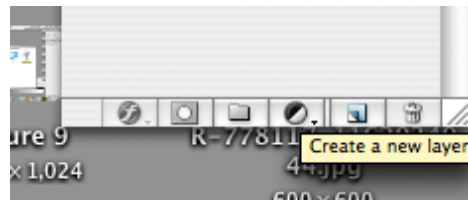
- **'Normal'** is the current **blending mode** for the selected layer in this example.
- **The blue highlighting** indicates that the layer is selected.
- The border around the **image thumbnail** indicates that the layer itself is selected (as opposed to a **layer mask** – we will learn about these later).
- **The icon of the eye** to the left of the layer indicates the **layer visibility**. This can be toggled on or off by clicking on the eye.
- **'Layer 0 copy'** is the name of the selected layer in this example. The layer name can be changed by double clicking directly on the layer name.
- **Layer order** can be changed by clicking and dragging one layer above or below another as desired.
- **Opacity** defines the **overall translucency** of the layer.

## Quick Access to Important Tools are located at the base of the Layers Palette

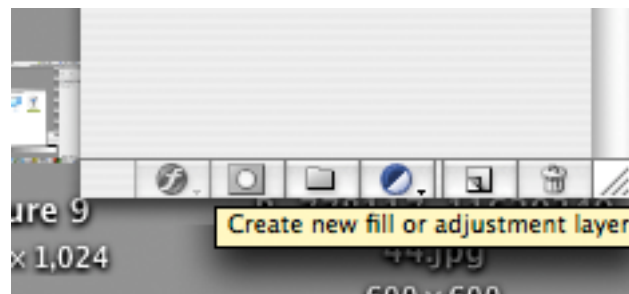
- Clicking on the Trash Can icon will **delete the selected Layer**



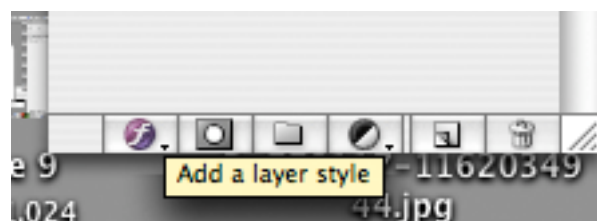
- Clicking on the Page Icon will **Create a New Layer**



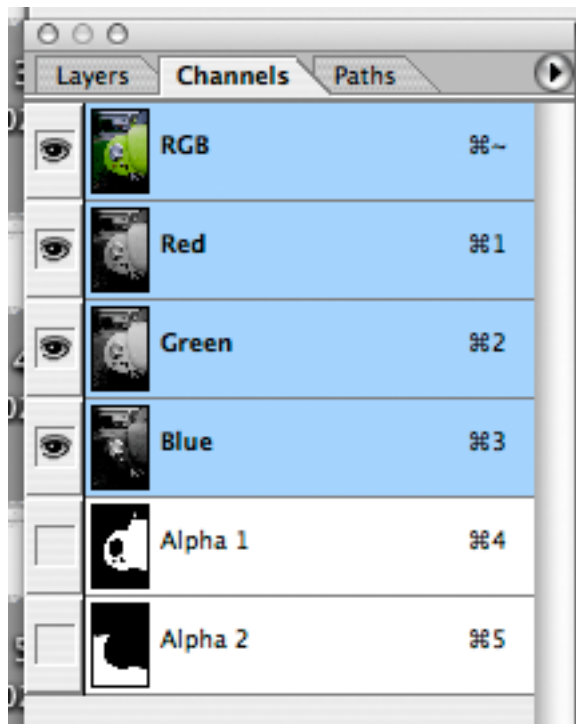
- Clicking on the half black half white circle will create a **New Adjustment Layer**



- Clicking on the folder icon will create a **New Layer Set**
- Clicking on the black square with a hole in the centre will add a **Layer Mask** to the selected layer
- Clicking on the black circle with the italicised 'f' will add a **Layer Style** to the currently selected layer.



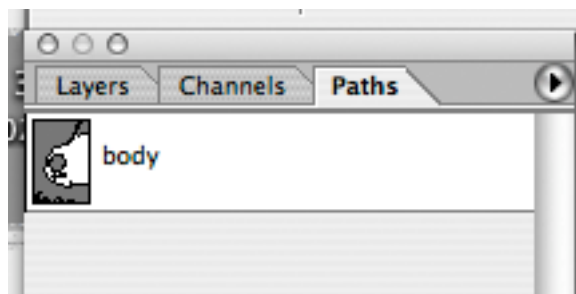
## Channels Palette



The **Channels Palette** can be used to edit the individual channels of colour which make up an image. In the case of this image, which is an **RGB** image, the colours that make up the image are composed of varying levels of **Red**, **Green** and **Blue**.

The **Channels Palette** is also used to store '**Alpha Channels**' which are selections stored as pixels. The intensity of the pixel defines it's translucency.

## Paths Palette



The **Paths Palette** is used to store, modify also create paths. It can be used to create selections from Paths. To create a selection from a Path, hold the '**Apple**' key and click on a Path.